

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2009 – 0012***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Update to “Layoff Issues” Section of HR Handbook**

**Issue Date: August 11, 2009**

This is to advise agencies that the “Layoff Issues” section of the HR Handbook has been updated. The updated information completely replaces the previous layoff information in the handbook. New guidance information, templates and sample documents have been published for all agencies’ use and consideration.

REASON FOR THE CHANGE: On June 3, 2009, the Civil Service Commission adopted a new version of Chapter 17 of the Civil Service Rules. The rule changes impacted almost every aspect of Layoffs and Layoff Avoidance Measures. In order to assist agencies in complying with the revised rules, the HR Handbook has also been revised to address the changes and edits affected by this process.

If you have any questions, please contact your agency’s [Assistance Coordinator](#) via email or at (225) 342-8274.

Sincerely,

s/Shannon S. Temple  
Director